

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-105

OPENING DATE: 21 May 2004

CLOSING DATE: 21 June 2004

ANTICIPATED FILL DATE: 25 Jul 04

POSITION TITLE AND NUMBER

Training Technician, PDCN R8638000
MD#: 1421-726

UNIT/ACTIVITY AND DUTY LOCATION

J3-DCSOPS
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 10.09%)

GS-1702-07 \$32,447.00 - \$42,177 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is *required* that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 12 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants *must* address each KSA individually in paragraph format by explaining any civilian and military work experience (*with dates*) that provided that KSA. It is *required* that this statement be attached to the application. *Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.* For more information or assistance, call 1-800-621/4136 ext. 6172/6431.

1. Ability to organize data.
2. Ability to communicate orally and in writing.
3. Ability to secure facility and coordinate training.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

SECURITY CLEARANCE: Secret security clearance required.

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MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (Assigned to Operations of Section in MOS appropriate to unit of employment)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Plans, organizes and coordinates the Standing Operating Procedures (SOPS) for the efficient and effective management of the State's ARNG Individual Training and Evaluation Program (ITEP). Drafts directives, provides overall guidance and assistance for the administration and control of the ITEP program. Attends conferences, workshops, meetings and conducts formal briefings for major commanders and/or Operations and Training Officers. Coordinates selection and training of qualified personnel to conduct ITEP testing at organizational levels. Determines, monitors and establishes the type of training required. Conducts inspection of ITEP test sites to identify problem areas, determines causes and recommends or takes corrective actions. Provides guidance and assistance to ARNG units, scorers and other technicians on the execution of their responsibilities and duties in the ITEP program. Monitors unit training schedules and programs to ensure compatibility between unit training and ITEP schedules. Monitors the implementation and maintenance of unit libraries required to support the ITEP program. Provides budget input on federal funds to support the State's ITEM program. Evaluates expenditures and compares with obligations. Coordinates with Mobilization Readiness Officer on MOS qualification of individuals within the units. Coordinates with USPFO, Logistics Management Specialist on use and movement of equipment to meet testing requirements. Monitors and administers tests. Secures test materials and equipment. Is responsible for establishing and maintaining storage, handling, accountability and security procedures for test materials. Ensures accurate and timely submission of ITEP administrative requirements. Assists in the preparation of the State Annual Training (AT) Plan within established guidelines. Monitors usage of mandays for AT, Readiness Management Assembly (RMA) and special projects or training. Assists in coordinating the unit training activities of the State by performing such tasks as review and analysis of unit training programs and directives of subordinate units for consistency and accuracy. Provides budget information pertaining to unit training activities. Reviews and recommends action to be taken on requests for commercial transportation. Consolidates estimates from major commands and other functional areas. Keeps supervisor advised on status of authorized funds for unit training activities.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-2, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

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